

## **TEAM ADVOCACY VOLUNTEER JOB DESCRIPTION**

### **Mission**

Protection and Advocacy for People with Disabilities, Inc. (P&A) protects the legal, civil, and human rights of people with disabilities.

### **Project Description**

The Team Advocacy Project conducts unannounced inspections of Community Residential Care Facilities (CRCFs). Team Advocacy Volunteers can be involved in the program in two ways. Inspection Volunteers will interview residents of CRCFs to ensure they are free from abuse and neglect, as well as financial exploitation. Support Volunteers will assist the Team Advocate with volunteer training and administrative tasks associated with the Team Advocacy Project.

### **Duties and Responsibilities—Inspections Volunteers**

Volunteers accompany P&A's Team Advocate on unannounced inspections of CRCFs in South Carolina. Volunteers are expected to:

- attend at least one initial training session;
- interview residents using a list of prepared questions during the inspection;
- while at the facility, observe a meal and note concerns regarding cleanliness, health and safety of the residents and the facility;
- communicate concerns to the Team Advocate in both verbal and written formats;
- be available for inspections at the agreed upon date and time; and
- notify the Team Advocate as soon as possible if you are unable to attend the scheduled inspection. Failure to attend two consecutive inspections without prior notification to the Team Advocate or for non-medical reasons will result in a re-assessment of appropriate placement for volunteer opportunities.

### **Duties and Responsibilities—Support Volunteers**

Volunteers assist Team Advocate with volunteer training and administrative tasks including:

- assistance with training activities;
- preparation of packets of materials for participants; and
- tracking attendance at training sessions.

### **Desired Skills**

The Volunteer is expected to have skills including:

- excellent verbal and written communication skills;
- attention to detail;
- dependability;
- ability to maintain composure in any situation; and
- knowledge of methods and techniques used in interviewing individuals.

### **Confidentiality**

P&A Volunteers have an obligation to respect the privacy of CRCF residents, and, therefore, to keep the information obtained during an inspection in the strictest of confidence. P&A requires every Volunteer to sign a confidentiality statement. Residents and facilities should not be discussed in public places such as restaurants unless necessary and confidentiality can be assured.

### **Time Commitment**

Inspections can be done any day, anytime, including weekends and evenings. The Team Advocate accommodates the schedule of volunteers. On average, once at the facility the inspection takes two to three hours. Please keep in mind there will be travel time to account for, which varies by location of the facility. Each Volunteer must participate in at least one inspection per year.

### **Training provided**

Training sessions are flexible and can be conducted in the evening or on weekends. The Team Advocate accommodates the schedule of the volunteers.

### **Benefits to volunteers**

Volunteers can expect to reap benefits as a result of their commitment to volunteerism such as:

- increased knowledge about people with disabilities, as well as people from different cultural backgrounds;
- increased knowledge of the rights of people with disabilities;
- opportunity to gain analytical, evaluation and interpersonal skills;
- opportunity to converse with interesting people;
- protecting senior citizens and people with disabilities from abuse and neglect; and
- contributing to the enforcement of South Carolina state laws.

### **Contact:**

For more information or to apply, contact us today.

Telephone: 1.866.275.7273

E-mail: [team@pandasc.org](mailto:team@pandasc.org)

Visit P&A's website: <http://www.pandasc.org>

Mailing address:

Team Advocate

Protection & Advocacy for People with Disabilities

3710 Landmark Drive

Suite 208

Columbia, SC 29204